

DD, A Registry

53-5220

16 DEC 1983

DDA Subject

45-1

MEMORANDUM FOR: Administrative Officer, DCI

VIA: Deputy Director for Administration

FROM:

Deputy Director of Logistics

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SUBJECT: Quill Corporation - Possible Procurement Source
for Office Furnishings, Supplies, and Equipment

1. We appreciate your referring the Quill Corporation's office furnishings catalog to us as a possible source for equipment and furnishings. We should point out that the bulk of our office furniture and equipment must be procured from vendors who have Mandatory Federal Supply Schedule Contracts negotiated by the General Services Administration (GSA). Equipment under GSA schedules is manufactured under GSA specifications which guarantees a specific level of quality. Although we did not conduct a precise quality comparison, we have spot checked Quill's catalog prices with similar items on the GSA schedule and find GSA prices on two out of three items to be less costly than even the special sales prices offered by Quill.

2. Frequently, Agency components are required to meet emergency or quick reaction needs for office supplies and must go directly to the open market. In such cases, time is usually not available to use catalog sales and purchases are made at local stationery and office supplies stores by component logistics or administrative offices. While paying a bit more, response time is an important issue. If time is available and a reasonable dollar value required, Procurement Division will be pleased to go on the open market to Quill or any other competitive source to acquire needed supplies and equipment.

3. In any event, we will add the Quill Corporation to our vendors files as a potential source for items not on the GSA schedule. We will also contact GSA to see if Quill Corporation has made any effort to bid on GSA schedule awards and if not, suggest GSA consider inviting them to bid.

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ROUTING AND TRANSMITTAL SLIP		Date
		16 December 1983
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>Ed</i> DDA, 7D24 Headquarters	<i>R</i>	<i>22 Dec</i>
2. <i>ADDA</i>	<i>[Signature]</i>	<i>23 DEC 1983</i>
3. <i>DOA</i>	<i>[Signature]</i>	<i>23 DEC 1983</i>
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

[] forwarded the Quill Catalogs at the suggestion of [] asked us to respond to the suggestion.



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
[] Deputy Director of Logistics	[]

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☆ GPO : 1981 O - 341-529 (120)

OPTIONAL FORM 41 (Rev. 7-76)
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